

Idaho School for the Deaf and the Blind

Policies and Procedures

Section: 800

Subsection: Work Place Violence

Revised February 05

Reference: Division of Human Resources Sample Policies

Purpose:

The purpose of this policy is to ensure a safe work environment for all employees, students, and visitors, free from violence or harassment.

Policy:

The Idaho School for the Deaf and the Blind is committed to providing a work environment free from violence for all employees. The School will not tolerate any form of violence in the workplace including verbal or physical threats. All employees share equally in the responsibility to make and keep our workplace safe.

Procedure:

Violence and threats of violence may include, but are not limited to:

- Physically aggressive acts (hitting, shoving, fighting.)
- A serious, communicated or implied intent to harm another, or endanger their safety, or destroy property.
- Actions that have a potential for violence (throwing objects, waving fists, destroying property, etc.).
- Obsessively directed behavior (harassing phone calls, stalking, intensely focusing on a grudge or aggravation, etc). Note: Sexual Harassment is covered in a separate policy.
- Inappropriate use or display of firearms, weapons, or any other dangerous devices on school property.

If evidence exists to support the allegations of violence or threats of violence, and the offender is an employee, disciplinary action may be taken, up to and including dismissal.

Duty to Report. Any violence or threat of violence must be reported immediately to your supervisor and the Superintendent or his/her designee.

The Superintendent or designee will promptly convene an investigation by a third impartial party to address concerns and/or review allegations or actual incidents of workplace violence.

Confidentiality. After reporting an incident, all employees shall not discuss the matter with co-workers or persons not directly responsible for investigating the matter. Care must be taken to keep the situation contained, to prevent escalation of violence or threats, and to prevent damage to the reputation of someone who may be falsely accused. When there is considered to be risk of imminent physical danger, the Superintendent or designee may share information deemed necessary with persons in a position to mitigate or control the situation.

Training: Workplace violence prevention training will be provided to all employees on an annual basis by the Human Resources Department. Scheduled training is mandatory for all employees. Training may be delivered in the form of classroom instruction or any electronic

Idaho School for the Deaf and the Blind

Policies and Procedures

Section: 800

Subsection: Work Place Violence

Revised February 05

--

media format for individual review with validation via a signature sheet. (Falsifying this validation of training is in itself an offense subject to disciplinary action.)

Implementation. This policy is effective immediately. A copy will be distributed to all current employees, and become part of regular new employee orientation and the Employee Handbook.

Revised/Approved – February 2005
Harvey W. Lyter III, Interim Superintendent